

DMC RESOURCE CENTER RFA
Questions and Answers
Document Date September 10, 2010

The below responses are written in accordance with Section III C of the DMC Resource Center RFA. It should be noted that the below responses clarify the requirements/deliverables of the existing DMC Resource Center RFA. It should be noted that the deadline for questions, requests for clarifications or suggestions was 4:30 p.m. on September 3, 2010. No additional or follow-up questions can be answered regarding this RFA until after Iowa's Juvenile Justice Advisory Council makes its RFA decision (October 2010).

Eligible Applicants

1. **Question** - I have a question regarding the section II entitled "Eligible Applicants". I am interested in competing for the training contract as a private individual. The wording is a bit vague in describing eligible entities after "youth serving agencies" that reads: and others with an interest in minority issues particularly those related to DMC and cultural competence and curriculum development. Does this portion further elaborate upon the nonprofit entities or is the door open for private individuals?

Answer – [Section II \(Eligible Applicants\) indicates that eligible applicants include state and private universities, training and technical assistance entities, planning agencies, youth serving agencies, and others with an interest in minority issues particularly related to DMC. Nonprofit entities and private individuals are included in the RFA's description of eligible applicants.](#)

Joint Applicants

2. **Question** - Is it possible for two entities to submit a joint application?

Answer – [There is no language in Section II that would preclude the submission of a joint application.](#)

Subcontracts

3. **Question** – Can a portion of the functions of a proposal be sub-granted to another entity?

Answer – Yes, in compliance with the noted provision of the RFA. Section IV H (Budget and Justification) specifies that the "subcontract budget sheet" form should be completed for each "contract service" listed in the "applicant budget sheet" that the

applicant anticipates will be performed by any person or entity other than the applicant. Attachment B includes “budget sheet instructions” and the requisite “subcontract budget sheet”.

Resumes/Vitas

4. **Question** - In the previous round the reasons given for not funding the proposal related to demonstrating qualifications and experience. Since only two pages are allowed in the application narrative to describe qualifications and experience, it would seem helpful to the reviewers if resumes or curriculum vitae were allowed as attachments to the application.

Answer - The required application components section of the application (IV B) and the grant review criteria (Attachment A sub-B) reflect that a submitted application must include resume/vitae of all persons listed in the proposal. Thus, resumes and vitas are an RFA requirement (for persons listed in the proposal). The documents should be included as an attachment. Attachment B of the RFA includes a form regarding qualifications and experience. The form specifies a page limit. The attachment of resumes and vitas will not be counted against the page limit.

5. **Question** - Regarding the possibility of a pending resumes or vitae for the section where it talks about the qualifications of staff. So that you can get a better idea of the breadth and depth of work of different folks to do the work. Can we include resumes/vitas in our application?

Answer – See response provided to question 4.

6. Is there a page limit on resumes or vitas?

Answer - No.

Letters of Support

7. **Question** - The RFA specifically highlights that the provider selected through this RFA will be required to coordinate activities with the provider selected pursuant to the Cultural Competency Training Initiative RFA page 5). There is no specific requirement to demonstrate the ability to coordinate with other providers and it is also important that the DMC Resource Center be able to work with other entities. To demonstrate the ability to effectively collaborate with the provider selected for the Cultural Competency Training Initiative and others, it would be useful for reviewers if the application allowed support letters to be attached to the application to demonstrate such capacity.

Answer – Section I A 2 (Inform and Educate) of the RFA reflects that the provider selected through this RFA will be required to coordinate activities with the provider

selected pursuant to the CCFI RFA, but does not require prior documentation of letters of agreement as the successful applicant of neither RFA is known. Letters of support are not listed as a requirement/deliverable in Section IV (Required Application Components) or Attachment A (Grant Review Criteria). This does not preclude an applicant from including such letters. However, Section VI B of the RFA requires that applications must be scored using the grant review criteria as listed in Attachment A. Because letters of support are not an RFA requirement/deliverable, the inclusion of such materials cannot be considered in the review and ranking of proposals.

8. **Question** - Are letters of support a required or encouraged component of applications?

Answer – See response provided to question 7.

9. **Question** - If included in the application, would letters of support be considered?

Answer – See response provided to question 7.

10. **Question** Up to how many letters of support would be considered?

Answer – See response provided to question 7.

Use of Funds for Local DMC Coordinators

11. **Question** - You talked about that funds cannot go towards supporting local DMC coordinators, can part of the proposal be working with local DMC coordinators and or subbing that work.

Answer – In accordance with Section V (Use of Funds) of the RFA grant funds cannot be used to support the position of a local DMC coordinator. The purpose of the RFA effort (Section I A) is to provide support and technical assistance to local DMC Committees. Section IV (Required Application Components) and Attachment A (Grant Review Criteria) detail the requirements and deliverables related to providing support and assistance for local DMC Committees.

Funding for State DMC Conference

12. **Question** - Page 12, Section G – It is stated in the RFA that “Approximately \$20,000 in grant funds will be available through this RFA to support the conference”. Please provide clarification as to whether these funds are in addition to the budget submitted with the application.

Answer – Section I C (Funding Levels) specifies that up to \$100,000 for an annual budget will be available to fund the DMC Resource Center effort (prorated for the period of November 1, 2010 through September 30, 2011). Section 1 A identifies three (3) deliverables, one of which is a DMC conference. The funding amount, up to \$20,000 for

a state DMC conference, is thus taken from the \$100,000 annual budget. Therefore, the budget must not exceed \$100,000, must include a DMC conference, and conference support should not exceed \$20,000.

Website

13. Page 11, Section F – Regarding the deliverable within Inform and Educate, is it required to build a new website, or is it required to update an existing website with the new data collected?

Answer – The deliverables for RFA Section IV F (Inform and Educate) include a “Website that, amongst other things, includes basic data (e.g. DMC matrices, information minority census population, juvenile detention, and juvenile justice case processing information) and research regard DMC-related best practice. The deliverable does not specify the creation of a “new” website. Proposals must, however, demonstrate the provision (existing website or otherwise) of web-based information.